



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Affirmative Action/Equal Opportunity Employer"

LIBRARY ASSISTANT

1102

11/30/11

Position is responsible for the circulation functions of the library including supervising the library clerks, and other library specific duties. Requires a H.S. Diploma or G.E.D. (one year of college preferred); experience with office technology including personal computers and the Internet; ability to lift and maneuver up to 50 lbs. Applicants must be able to interact well with the public; experience with cash handling and reconciliation, available to work variable hours including evening and weekends, and be able to successfully complete a pre-employment drug screen. Bilingual preferred. Starting salary is \$11.61/hourly. Applications will be accepted at City of Seguin, 205 N. River, Seguin, Texas 78155. 830-401-2473. Position open until filled. AA/EOE www.seguintexas.gov